

The purpose of this policy is to set out how CCTV (Closed Circuit Television) is used within the dance studio to help ensure the safety and security of students, staff, visitors, and property.

Use of CCTV

CCTV is installed and used for the following purposes:

- To help maintain a safe environment for children and adults.
- To deter and detect crime, vandalism, or inappropriate behaviour.
- To support safeguarding of students and staff.
- To assist in resolving incidents or disputes where necessary

CCTV is not used for constant monitoring of individuals and is motion triggered.

Areas Covered

CCTV cameras are positioned in **public and communal areas only**, such as:

- Outside of our main studio entrance facing outwards
- Outside of our side door (fire door of studio 1) facing outwards

CCTV is **not installed in private areas**, including:

- Toilets
- Changing rooms
- Dance Studios

Signage

Clear and visible signage is displayed around the premises to inform individuals that CCTV is in operation.

Data Storage and Retention

- CCTV footage is securely stored and access is restricted to authorised personnel only.
- Footage is normally retained for **up to 30 days** unless it is required for an investigation or legal purpose.
- After this period, recordings are automatically deleted.

Access to Footage

Access to CCTV footage is strictly controlled.

- Only the studio owner (or authorised personnel) may view footage.
- Footage will only be shared with third parties (e.g. police or safeguarding authorities) when legally required.
- Requests to view footage from parents, students, or staff will be considered on a case-by-case basis and may not always be granted.

Safeguarding Use

CCTV may be used to support safeguarding concerns where necessary. Any relevant footage will be handled sensitively and in line with safeguarding procedures.

Policy Review

This policy will be reviewed regularly to ensure compliance with current legislation and best practice.